

Chapter 15 - F20 - File Maintenance

File Maintenance

File Maintenance is used to maintain code tables, the bar file, location files, PACC codes, etc.

Accessing File Maintenance:

Press <F20> from any screen throughout the system and the following screen will be displayed.

The screenshot shows a terminal window titled "B" with the following content:

```

                                F I L E   M A I N T E N A N C E                                RELEASE : 01/94

☐ PLACES      ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
☐ AGENCY      ☐ AGENCY CODE ☐
☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
☐ BAR FILE
☐ COURT ROOM
☐ CHARGE TABLE ☐
☐ CODE        ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐
☐ FACILITY    ☐ COURT # ☐ STATE # 
☐ RATES SUMMARY COURT # ☐ STATE # 
☐ PAM TEXT    ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX 

F3=Exit    F6=System Commands

MB  b                               MW                               03/003
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

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Each section of this screen will be explained in detail.

Places File

The places file is used to store the courts address, telephone, contact information as well as storing the courts ORI number. The SCAO regional name and address is also stored in the places file. Following are detailed instructions for modifying the following.

1. Probate Address
2. Probate Financial Address
3. Juvenile Address
4. Juvenile Financial Address
5. Civil Address
6. Civil Financial Address
7. SCAO Regional Address

Modifying the Probate Court Address

FILE MAINTENANCE RELEASE : 01/94

☒ PLACES ☒ MOD COURT TYPE P COURT NUMBER 44 SUFFIX

☐ AGENCY AGENCY CODE

☐ MEDIATION COURT NUMBER LOCATION NUMBER

☐ BAR FILE

☐ COURT ROOM

☐ CHARGE TABLE

☐ CODE CODE TABLE CODE PARTY TYPE

☐ FACILITY COURT # STATE #

☐ RATES SUMMARY COURT # STATE #

☐ PAM TEXT PAM TABLE PREFIX SUFFIX

F3=Exit F6=System Commands

MA b 03/051

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Fill in the fields as illustrated above, substituting your court number in the court number field.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window titled "PLACES FILE" with the following data fields:

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
P	44		

AGENCY NUM	REG	COURT NAME
P44	3	LAPEER COUNTY PROBATE COURT

ADDRESS	CITY	STATE	ZIP
LAPEER CTY. COMPLEX 255 CLAY ST.	LAPEER	MI	48446

AREA PHONE	CONTACT	COURTROOM	ORI
810 6670261	MARGARET DALY		440013J

F3=Exit

At the bottom, a status bar shows "04/034" and a connection message: "Connected to remote server/host OSMSOUTH using port 23".

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are "P - Probate", "J - Juvenile", "C - Civil", "S - SCAO Regional".

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

This area is used for the financial application.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all probate court reports.

~Address, City, State, Zip~

Enter the courts address. This will print on all probate reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all probate reports.

~Courtroom~

Enter a "Y" if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter> to save your changes or <F3> to exit.

Modifying the Juvenile Court Address

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" header. The main menu lists several options: **X PLACES** (with a sub-menu **MOD**), COURT TYPE **J**, COURT NUMBER **44**, SUFFIX, AGENCY, AGENCY CODE, MEDIATION, COURT NUMBER, LOCATION NUMBER, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, CODE TABLE, CODE, PARTY TYPE, FACILITY, COURT #, STATE #, RATES SUMMARY, COURT #, STATE #, PAM TEXT, PAM TABLE, PREFIX, and SUFFIX. At the bottom, it indicates "F3=Exit" and "F6=System Commands". The status bar at the bottom shows "03/051" and connection information: "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\IN54QLS on Ne05:". An arrow points to the "X PLACES" option.

```
FILE MAINTENANCE                                RELEASE : 01/94

X PLACES    MOD  COURT TYPE J    COURT NUMBER 44    SUFFIX
AGENCY      AGENCY CODE
MEDIATION   COURT NUMBER    LOCATION NUMBER
BAR FILE
COURT ROOM
CHARGE TABLE
CODE        CODE TABLE    CODE    PARTY TYPE
FACILITY    COURT #    STATE #
RATES SUMMARY  COURT #    STATE #
PAM TEXT    PAM TABLE    PREFIX    SUFFIX

F3=Exit    F6=System Commands

03/051
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:
```

Fill in the fields as illustrated above, substituting your court number in the court number field.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window titled "PLACES FILE" with the following data entry fields:

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
P	44		

AGENCY NUM	REG	COURT NAME
P44	3	LAPEER COUNTY PROBATE COURT

ADDRESS	CITY	STATE	ZIP
LAPEER CTY. COMPLEX 255 CLAY ST.	LAPEER	MI	48446

AREA PHONE	CONTACT	COURTROOM	ORI
810 6670261	MARGARET DALY		440013J

F3=Exit

At the bottom, a status bar shows "04/034" and a connection message: "Connected to remote server/host OSMSOUTH using port 23".

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are "P - Probate", "J - Juvenile", "C - Civil", "S - SCAO Regional".

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

This area is used for the financial application.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all juvenile court reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all juvenile reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all juvenile reports.

~Courtroom~

Enter a "Y" if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter> to save your changes or <F3> to exit.

Modifying the Probate Financial Court Address

FILE MAINTENANCE RELEASE : 01/94

☒ PLACES ☐ MOD COURT TYPE ☐ F COURT NUMBER SUFFIX

☐ AGENCY AGENCY CODE

☐ MEDIATION COURT NUMBER LOCATION NUMBER

☐ BAR FILE

☐ COURT ROOM

☐ CHARGE TABLE

☐ CODE CODE TABLE CODE PARTY TYPE

☐ FACILITY COURT # STATE #

☐ RATES SUMMARY COURT # STATE #

☐ PAM TEXT PAM TABLE PREFIX SUFFIX

F3=Exit F6=System Commands

05/003

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Fill in the fields as illustrated above, substituting your court number in the court number field.

Press <Enter> and the system will display the following screen.

```

      P L A C E S   F I L E

COURT TYPE  COURT NUMBER  COURT SUFFIX  COURT DIVISION
      E           44           P           [ ]

AGENCY NUM  REG          COURT NAME
      383      3  LAPEER COUNTY PROBATE COURT

                ADDRESS                CITY        STATE   ZIP
      255 CLAY STREET                LAPEER        MI     48446

AREA PHONE          CONTACT                COURTROOM  ORI
      810 6670270    LORI CURTISS                [ ]     440013J

F3=Exit

04/048
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\IN54QLS on Ne05:
```

Following are field descriptions for the above fields.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

After all modifications are done, press <Enter> to save your information or <F3> to exit.

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are “P - Probate”, “J - Juvenile”, “C - Civil”, “S - SCAO Regional”.

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

Displayed is the court type that this financial address is associated with. The possible values are “P - Probate”, “J - Juvenile” or “C - Civil”.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all probate financial reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all probate financial reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all probate financial reports.

~Courtroom~

Enter a “Y” if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter> to save your changes or <F3> to exit.

Modifying the Juvenile Financial Court Address

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. The screen contains several fields for data entry, some of which are pre-filled or have default values. An arrow points to the 'PLACES' field, which is currently set to 'X'. Below the main fields, there are instructions: 'F3=Exit' and 'F6=System Commands'. At the bottom of the window, a status bar shows '05/003' and a connection message: 'Connected to remote server/host OSMSOUTH using port 23'.

FILE MAINTENANCE		RELEASE : 01/94	
<input checked="" type="checkbox"/> PLACES	MOD	COURT TYPE	E
		COURT NUMBER	44
		SUFFIX	J
<input type="checkbox"/> AGENCY		AGENCY CODE	
<input type="checkbox"/> MEDIATION		COURT NUMBER	
		LOCATION NUMBER	
<input type="checkbox"/> BAR FILE			
<input type="checkbox"/> COURT ROOM			
<input type="checkbox"/> CHARGE TABLE			
<input type="checkbox"/> CODE		CODE TABLE	
		CODE	
		PARTY TYPE	
<input type="checkbox"/> FACILITY		COURT #	
		STATE #	
<input type="checkbox"/> RATES SUMMARY		COURT #	
		STATE #	
<input type="checkbox"/> PAM TEXT		PAM TABLE	
		PREFIX	
		SUFFIX	

F3=Exit F6=System Commands

05/003

Connected to remote server/host OSMSOUTH using port 23

Fill in the fields as illustrated above, substituting your court number in the court number field.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with a title bar containing a small icon and the letter 'B'. The window title is 'PLACES FILE'. The form is organized into several sections with labels and input fields. The first section contains 'COURT TYPE' (E), 'COURT NUMBER' (44), 'COURT SUFFIX' (J), and 'COURT DIVISION' (blank). The second section contains 'AGENCY NUM' (383), 'REG' (3), and 'COURT NAME' (LAPEER CO CIRCUIT COURT/FAMILY DIVISION). The third section contains 'ADDRESS' (LAPEER CTY. COMPLEX 255 CLAY ST.), 'CITY' (LAPEER), 'STATE' (MI), and 'ZIP' (48446). The fourth section contains 'AREA PHONE' (810 6670270), 'CONTACT' (LORI CURTISS), 'COURTROOM' (blank), and 'ORI' (440015J). At the bottom left, it says 'F3=Exit'. At the bottom right, there is a status bar with '04/048' and a connection message: 'Connected to remote server/host OSMSOUTH using port 23'.

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
E	44	J	

AGENCY NUM	REG	COURT NAME
383	3	LAPEER CO CIRCUIT COURT/FAMILY DIVISION

ADDRESS	CITY	STATE	ZIP
LAPEER CTY. COMPLEX 255 CLAY ST.	LAPEER	MI	48446

AREA PHONE	CONTACT	COURTROOM	ORI
810 6670270	LORI CURTISS		440015J

F3=Exit

04/048

Connected to remote server/host OSMSOUTH using port 23

Following are field descriptions for the above fields.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

After all modifications are done, press <Enter> to save your information or <F3> to exit.

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are “P - Probate”, “J - Juvenile”, “C - Civil”, “S - SCAO Regional”.

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

Displayed is the court type that this financial address is associated with. The possible values are “P - Probate”, “J - Juvenile” or “C - Civil”.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all juvenile court reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all juvenile financial reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all juvenile financial reports.

~Courtroom~

Enter a “Y” if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter> to save your changes or <F3> to exit.

Modifying the Civil Financial Court Address

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. The screen contains several fields for data entry, many with checkboxes. An arrow points to the 'PLACES' field, which has a checked checkbox. Below the main fields, there are instructions 'F3=Exit' and 'F6=System Commands'. At the bottom, a status bar shows '05/003' and connection information.

FILE MAINTENANCE		RELEASE : 01/94	
<input checked="" type="checkbox"/> PLACES	<u>MOD</u>	COURT TYPE <u>F</u>	COURT NUMBER <u>44</u> SUFFIX <u>C</u>
<input type="checkbox"/> AGENCY	<input type="checkbox"/>	AGENCY CODE <input type="checkbox"/>	
<input type="checkbox"/> MEDIATION	<input type="checkbox"/>	COURT NUMBER <input type="checkbox"/>	LOCATION NUMBER <input type="checkbox"/>
<input type="checkbox"/> BAR FILE			
<input type="checkbox"/> COURT ROOM			
<input type="checkbox"/> CHARGE TABLE	<input type="checkbox"/>		
<input type="checkbox"/> CODE	<input type="checkbox"/>	CODE TABLE <input type="checkbox"/>	CODE <input type="checkbox"/> PARTY TYPE <input type="checkbox"/>
<input type="checkbox"/> FACILITY	<input type="checkbox"/>	COURT # <input type="checkbox"/>	STATE # <input type="checkbox"/>
<input type="checkbox"/> RATES SUMMARY	<input type="checkbox"/>	COURT # <input type="checkbox"/>	STATE # <input type="checkbox"/>
<input type="checkbox"/> PAM TEXT	<input type="checkbox"/>	PAM TABLE <input type="checkbox"/>	PREFIX <input type="checkbox"/> SUFFIX <input type="checkbox"/>

F3=Exit F6=System Commands

05/003

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Fill in the fields as illustrated above, substituting your court number in the court number field.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window titled 'PLACES FILE'. The form contains the following fields and values:

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
E	44	C	

AGENCY NUM	REG	COURT NAME
038	2	PROBATE COURT - CIVIL SECTION

ADDRESS	CITY	STATE	ZIP
COURT ADDRESS	LAPEER	MI	48999

AREA PHONE	CONTACT	COURTROOM	ORI
517 5551212	CIVIL CONTACT NAME		

F3=Exit

At the bottom of the window, there is a status bar showing 'MA b' on the left, '13/034' on the right, and a connection message: 'Connected to remote server/host OSMSOUTH using port 23'.

Following are field descriptions for the above fields.

All fields are associated with the financial system. The name and address will print on the receipts, financial billing and delinquent letters.

After all modifications are done, press <Enter> to save your information or <F3> to exit.

Following are fields descriptions for the above fields.

~Court Type~

Displayed is the court type that is associated with this court. The possible values are “P - Probate”, “J - Juvenile”, “C - Civil”, “S - SCAO Regional”.

~Court Number~

Displayed is the court number for this court.

~Court Suffix~

Displayed is the court type that this financial address is associated with. The possible values are “P - Probate”, “J - Juvenile” or “C - Civil”.

~Court Division~

Displayed is the court division.

~Agency Number~

This field stores the SOS code for your city. Check with JIS before changing this field.

~Reg~

This field stores the region that your county is located in.

~Court Name~

Enter the name of your court. This name will print on all civil financial reports and orders.

~Address, City, State, Zip~

Enter the courts address. This will print on all probate financial reports.

~Telephone~

Enter the telephone number for the court.

~Contact~

Enter the contact name for the court. This name will print on all civil financial reports.

~Courtroom~

Enter a “Y” if it should be mandatory that a courtroom be chosen every time a hearing is scheduled, if this is not mandatory, leave this field blank.

~ORI~

This area stores the courts ORI number. This number is used in CHR reporting and will print on orders that request the ORI number.

After you have made all modifications to this screen, press <Enter> to save your changes or <F3> to exit.

Modifying the SCAO Regional Administrator Name/Address

FILE MAINTENANCE RELEASE : 01/94

☒ **PLACES** MOD COURT TYPE S COURT NUMBER 14 SUFFIX

☐ **AGENCY** AGENCY CODE

☐ **MEDIATION** COURT NUMBER LOCATION NUMBER

☐ **BAR FILE**

☐ **COURT ROOM**

☐ **CHARGE TABLE**

☐ **CODE** CODE TABLE CODE PARTY TYPE

☐ **FACILITY** COURT # STATE #

☐ **RATES SUMMARY** COURT # STATE #

☐ **PAM TEXT** PAM TABLE PREFIX SUFFIX

F3=Exit F6=System Commands

03/051

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Fill in the fields as illustrated above, substituting your regional number in the court number field. The following should be used for the regional numbers.

- 11 - Region 1
- 12 - Region 2
- 13 - Region 3
- 14 - Region 4

Press <Enter> and the system will display the following screen.

PLACES FILE

COURT TYPE	COURT NUMBER	COURT SUFFIX	COURT DIVISION
S	14		

AGENCY NUM	REG	COURT NAME
S14	4	SCAO REGION 4 ADMINISTRATOR

ADDRESS	CITY	STATE	ZIP
400 W. MAIN STE. 15 P.O. BOX 100	GAYLORD	MI	49735

AREA PHONE	CONTACT	COURTROOM	ORI
517 7323311	JAMES COVAULT, REGION ADMIN.		

F3=Exit

04/034

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above fields.

Enter the name and address of the SCAO Regional Administrator.

After all modifications are done, press <Enter> to save your information or <F3> to exit.

Agency File

The places file is used to store the name and address of all agencies associated with the court, specifically Adoption Agencies and Surety Companies. Following are examples of:

1. Adding an Agency
2. Modifying an Agency

Adding an Agency

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. The menu items are as follows:

- ☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
- ☒ AGENCY AGENCY CODE
- ☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
- ☐ BAR FILE
- ☐ COURT ROOM
- ☐ CHARGE TABLE ☐
- ☐ CODE ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐
- ☐ FACILITY ☐ COURT # ☐ STATE #
- ☐ RATES SUMMARY ☐ COURT # ☐ STATE #
- ☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX

At the bottom, it says 'F3=Exit F6=System Commands'. The status bar at the very bottom shows 'MA b' on the left, '07/003' in the center, and 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05;' on the right.

Fill in the fields as illustrated above, substituting your agency code in the agency code field.

Press <Enter> and the system will display the following screen.

S U R E T Y A G E N C Y F I L E

AGENCY CODE NAME
AGC AGENCY NAME,,

ADDRESS
123 AGENCY ADDRESS

CITY STATE ZIP
CITY MI 48912

CONTACT AREA/PHONE#
AGENCY CONTACT NAME 517 5551212

ENTER=Confirm Delete

MA b 06/017

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above fields.

~Name~

Enter the agency name.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Contact~

Enter the contact name for this agency.

~Telephone~

Enter the telephone number for this agency.

Press <Enter> and the system will save the agency.

Modifying an Agency

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label in the top right. The main menu lists several options, each with a checkbox: PLACES, AGENCY (checked with an 'X'), MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, and PAM TEXT. The 'AGENCY' option is expanded, showing a 'MOD' sub-option and an 'AGENCY CODE' field containing 'AAA'. Other fields like 'COURT TYPE', 'COURT NUMBER', 'SUFFIX', 'COURT NUMBER', 'LOCATION NUMBER', 'CODE TABLE', 'CODE', 'PARTY TYPE', 'COURT #', 'STATE #', 'PAM TABLE', 'PREFIX', and 'SUFFIX' are also visible but empty. At the bottom, it says 'F3=Exit F6=System Commands'. The status bar at the very bottom shows 'MA b' on the left, '07/003' on the right, and connection information: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

☒ AGENCY MOD AGENCY CODE AAA

☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐

☐ BAR FILE

☐ COURT ROOM

☐ CHARGE TABLE ☐

☐ CODE ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐

☐ FACILITY ☐ COURT # ☐ STATE #

☐ RATES SUMMARY COURT # ☐ STATE #

☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX

F3=Exit F6=System Commands

MA b 07/003

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Fill in the fields as illustrated above, substituting your agency code in the agency code field.

Press <Enter> and the system will display the following screen.

S U R E T Y A G E N C Y F I L E

AGENCY CODE NAME
AAA AAA BONDING INSURANCE CO

ADDRESS
14 SOUTH ST.

CITY STATE ZIP
ST LOUIS MO

CONTACT AREA/PHONE#
 000

ENTER=Confirm Delete

MA b 06/017
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above fields.

~Name~

Enter the agency name.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Contact~

Enter the contact name for this agency.

~Telephone~

Enter the telephone number for this agency.

After all modifications have been made, press <Enter> and the system will save the changes or <F3> to exit.

Mediation File

The mediation file is used to store the name and address of all mediation locations. This is a shared file with the circuit court and is mainly used by circuit court. Following are examples of:

1. Adding a Mediation Location
2. Modifying a Mediation Location.

Adding a Mediation Location

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a release date of '01/94'. The screen contains several menu options, each with a checkbox. The 'MEDIATION ADD' option is selected, indicated by an 'X' in the checkbox and a line pointing to it from the left. The 'COURT NUMBER' field is set to '44' and the 'LOCATION NUMBER' field is set to '01'. Other options include PLACES, AGENCY, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, and PAM TEXT. At the bottom, there are instructions 'F3=Exit' and 'F6=System Commands'. The status bar at the bottom shows '09/003' and a connection message.

Option	Field 1	Field 2	Field 3	Field 4	Field 5
<input type="checkbox"/> PLACES					
<input type="checkbox"/> AGENCY					
<input checked="" type="checkbox"/> MEDIATION ADD	COURT NUMBER	44	LOCATION NUMBER	01	
<input type="checkbox"/> BAR FILE					
<input type="checkbox"/> COURT ROOM					
<input type="checkbox"/> CHARGE TABLE					
<input type="checkbox"/> CODE					
<input type="checkbox"/> FACILITY					
<input type="checkbox"/> RATES SUMMARY					
<input type="checkbox"/> PAM TEXT					

F3=Exit F6=System Commands

09/003

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Fill in the fields as illustrated above, substituting your court number in the court number field and your location number in the location number field.

Press <Enter> and the system will display the following screen.

```
M E D I A T I O N   L O C A T I O N

COURT NUMBER    44      NAME     test data
LOCATION NUMBER   01      ADDRESS   111 MAIN
                                   CITY     LANSING        STATE MI ZIP 48912
PHONE           ( 517 ) 5551212 EXT
```

MEDIATION NOTICE TEXT:
THIS IS THE NOTICE TEXT

F3=Exit

Following are field descriptions for the above fields.

~Court Number~

This is the court number associated with this mediation location.

~Name~

Enter the name of this mediation location.

~Location Number~

This is the location number for this mediation location.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Telephone~

Enter the telephone number for this location.

~Mediation Notice Text~

Enter information that should print on the mediation notices.

After all modifications have been made, press <Enter> and the system will save the changes or <F3> to exit.

Modifying a Mediation Location

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. The screen contains several menu items, each with a selection box. The 'MOD' option under 'MEDIATION' is selected, indicated by an 'X' in the box. The 'COURT NUMBER' field is set to '44' and the 'LOCATION NUMBER' field is set to '01'. At the bottom, it says 'F3=Exit F6=System Commands'. The status bar at the bottom shows 'MA b' on the left, '09/003' on the right, and a connection status 'Connected to remote server/host OSMSOUTH using port 23' on the far right.

Menu Item	Selection Box	Field 1	Field 2	Field 3	Field 4
PLACES	<input type="checkbox"/>				
COURT TYPE	<input type="checkbox"/>				
COURT NUMBER	<input type="checkbox"/>				
SUFFIX	<input type="checkbox"/>				
AGENCY	<input type="checkbox"/>				
AGENCY CODE	<input type="checkbox"/>				
MEDIATION	<input checked="" type="checkbox"/>	MOD	COURT NUMBER	44	LOCATION NUMBER 01
BAR FILE	<input type="checkbox"/>				
COURT ROOM	<input type="checkbox"/>				
CHARGE TABLE	<input type="checkbox"/>				
CODE	<input type="checkbox"/>				
CODE TABLE	<input type="checkbox"/>				
CODE	<input type="checkbox"/>				
PARTY TYPE	<input type="checkbox"/>				
FACILITY	<input type="checkbox"/>				
COURT #	<input type="checkbox"/>				
STATE #	<input type="checkbox"/>				
RATES SUMMARY	<input type="checkbox"/>				
COURT #	<input type="checkbox"/>				
STATE #	<input type="checkbox"/>				
PAM TEXT	<input type="checkbox"/>				
PAM TABLE	<input type="checkbox"/>				
PREFIX	<input type="checkbox"/>				
SUFFIX	<input type="checkbox"/>				

Fill in the fields as illustrated above, substituting your court number in the court number field and your location number in the location number field.

Press <Enter> and the system will display the following screen.

```
M E D I A T I O N   L O C A T I O N
```

COURT NUMBER 44

LOCATION NUMBER 01

NAME test data

ADDRESS 111 MAIN

CITY LANSING STATE MI ZIP 48912

PHONE (517) 5551212 EXT

MEDIATION NOTICE TEXT:

THIS IS THE NOTICE TEXT

F3=Exit

Following are field descriptions for the above fields.

~Court Number~

This is the court number associated with this mediation location.

~Name~

Enter the name of this mediation location.

~Location Number~

This is the location number for this mediation location.

~Address, City, State, Zip~

Enter the agency address, city, state and zip code.

~Telephone~

Enter the telephone number for this location.

~Mediation Notice Text~

Enter information that should print on the mediation notices.

After all modifications have been made, press <Enter> and the system will save the changes or <F3> to exit.

Bar File

The bar file is used to store the name and address of all professionals including, judges, attorneys, referees, magistrates and workers. This is a shared file with the circuit court.

Professional File

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a release date of '01/94'. The menu options are as follows:

- ☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
- ☐ AGENCY ☐ AGENCY CODE ☐
- ☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
- ☒ X BAR FILE
- ☐ COURT ROOM
- ☐ CHARGE TABLE ☐
- ☐ CODE ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐
- ☐ FACILITY ☐ COURT # ☐ STATE #
- ☐ RATES SUMMARY COURT # ☐ STATE #
- ☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX

At the bottom, it says 'F3=Exit F6=System Commands'. The status bar at the bottom shows 'MA b' on the left, '11/003' on the right, and connection information: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

Enter an "X" to the left of the Bar File.

Press <Enter> and the system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

AGENCY ☐ AGENCY CODE ☐

MEDI ☐

☒ BAR

COUR ☐

CHAR ☐

CODE ☐

FACI ☐

RATE ☐

PAM ☐

Professionals Selection by Name

Position to: _____

1=Select 2=Change 4=Delete 5=Display

Opt	Bar#	Name
-	34306	AARDEMA, ROBERT B.,
-	10002	AARON, DENNIS M.,
-	10003	AARON, JERALD N.,
-	34677	AARON, JODY L.,
-	47036	AARON, JONATHAN S.,
-	35605	AARON, RICHARD J.,
-	46755	AARON, SANFORD J.,

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

Y TYPE ☐

08/025

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Displayed is the “Professionals Selection by Name” screen. Following are field descriptions for this screen.

~Position to~

Enter the name of the professional you are searching for and press <Enter>. The system will position you at the closest alphabetic match that it finds.

~Opt~

Enter the option that you would like to perform on this professional. The following are valid options:

- 1 = Select
- 2 = Change
- 4 = Delete
- 5 = Display

~Bar Number~

Displayed is the bar # associated with this professional.

~Name~

Displayed is the name of the professional.

Press <F7> to display by number as shown in the following screen.

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. On the left, there are several menu items: PLACES, AGENCY, MEDI, BAR (selected with an 'X'), COUR, CHAR, CODE, FACI, RATE, and PAM. Each item has a corresponding input field. The 'BAR' menu item is highlighted, and a dialog box titled 'Professionals Selection by Bar#' is open. This dialog box contains the following text:

```

Professionals Selection by Bar#
Position to: _____
1=Select 2=Change 4=Delete 5=Display
Opt Bar# Name
- 34306 AARDEMA, ROBERT B.,
- 34307 ALGER, RICHARD L., JR
- 34308 BRIGNALL, ROBERT D.,
- 34309 BRODY, ROBERT G.,
- 34310 CARDINAL, GAYLOR L.,
- 34311 DEUMAN, LEANNE BARNES,
- 34312 GARDNER, RONALD D.,
More..
F3=Exit F6=Add F7=Alt Seq Roll/Page

```

Below the dialog box, there are function key instructions: 'F3=Exit' and 'F6=System Commands'. At the bottom of the terminal window, there is a status bar showing 'MA b' on the left, '08/025' in the center, and 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:' on the right.

Displayed is the “Professionals Selection by Number” screen. The fields are exactly the same as the “Professionals Selection by Name” screen.

Following are the function keys available from these screens.

<F3> - Use this key to exit.

<F6> - Use this key to add a new professional record.

<F7> - Use this key to change the display sequence.

Following are examples of:

1. Adding a new professional
2. Changing an existing professional
3. Displaying an existing professional
4. Deleting an existing professional.

Adding a Professional/Attorney/Judge

FILE MAINTENANCE RELEASE : 01/94

PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

AGENCY ☐ AGENCY CODE ☐

MEDI ☐

☒ BAR

COUR ☐

CHAR ☐

CODE ☐

FACI ☐

RATE ☐

PAM ☐

Y TYPE ☐

Professionals Selection by Bar#

Position to: _____

1=Select 2=Change 4=Delete 5=Display

Opt Bar# Name

- 34306 AARDEMA, ROBERT B.,

- 34307 ALGER, RICHARD L., JR

- 34308 BRIGNALL, ROBERT D.,

- 34309 BRODY, ROBERT G.,

- 34310 CARDINAL, GAYLOR L.,

- 34311 DEUMAN, LEANNE BARNES,

- 34312 GARDNER, RONALD D.,

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

MA b 08/025

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

From the Professionals Selection screen, press <F6> and the system will display the following screen.

The screenshot shows a window titled "FILE MAINTENANCE" with a menu bar containing "PLACES", "COURT TYPE", "COURT NUMBER", and "SUFFIX". The window displays a form titled "ADD Professional Details". The form fields are as follows:

- Bar No.: _____ Type: _
- Last Name: _____
- First & MI: _____ Name Sfx: ____
- Address: _____
- Firm: _____
- Telephone: _____ Ext. _____
- FAX: _____
- E-Mail: _____
- Mail Code: _____
- Last Chgd: _____ Chg by: _____

At the bottom of the form, it says "HELP F3=Exit Enter=Update". The status bar at the bottom of the window shows "MA b" on the left, "07/015" in the center, and "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\1N54QLS on Ne05:" on the right.

Following are field descriptions of the fields above.

~Bar No.~

If you are entering an attorney or judge, enter the actual bar number that was assigned to them. If you are entering a professional that is not an attorney, call JIS for assistance in numbering them.

~Type~

Enter the type of professional this is. the following are valid types:

- A = Attorney
- J = Jurist/Judge
- P = Probation Officer
- R = Referee
- W = Worker
- M = Magistrate

~Last Name~

Enter the professionals last name

~First and MI~

Enter the professionals first name and middle initial.

~Name Sfx~

Enter the suffix of the professionals name. For example: Jr., Sr., III, etc.

~Address~

Enter the professionals address.

~Firm~

Enter the professionals Firm name.

~Telephone and Ext.~

Enter the professionals telephone number and extension.

~Fax~

Enter the professionals fax number.

~E-Mail~

Enter the professionals email address.

~Mail Code~

This field can be used for any purpose the court chooses.

~Last Changed and Date~

This area will display the user id and date that this record was last changed on.

After you have entered all information, press <Enter> to save the information or <F3> to exit.

Changing a Professional/Attorney/Judge

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

AGENCY AGENCY CODE

MEDI

☒ BAR

COUR

CHAR

CODE

FACI

RATE

PAM

F3=Exit F6=System Commands

Professionals Selection by Name

Position to:

1=Select 2=Change 4=Delete 5=Display

Opt	Bar#	Name
2	1234	TEST, JUDGE,
	1111	TEST, MAGISTRATE,
	98500	TEST, TEST,
	58340	TESTA, SAMANTHA K.,
	58698	TESTANI, CARLA G.,
	36671	TESTASECCA, MARTIN E.,
	99977	TESTER, FIRST/MIDDLE, JR

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

Y TYPE

12/013

Connected to remote server/host OSMSOUTH using port 23

Enter a "2" to the left of the professional that you want to change and press <Enter>. The system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

MODIFY Professional Details

Bar No.: 1234 Type: J
Last Name: TEST
First & MI: JUDGE Name Sfx: __
Address: _____

Firm: _____
Telephone: _____ Ext. _____
FAX: _____
E-Mail: _____
Mail Code: _____
Last Chgd: 10/29/2002 Chg by: D9992KJS

HELP F3=Exit Enter=Update

MA b 07/038
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions are identical to the Add screen.

Enter any modifications and press <Enter> to save the information or press <F3> to exit.

Displaying a Professional/Attorney/Judge

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

AGENCY AGENCY CODE

MEDI

☒ BAR

COUR

CHAR

CODE

FACI

RATE

PAM

Y TYPE

Professionals Selection by Name

Position to:

1=Select 2=Change 4=Delete 5=Display

Opt	Bar#	Name
5	1234	TEST, JUDGE,
	1111	TEST, MAGISTRATE,
	98500	TEST, TEST,
	58340	TESTA, SAMANTHA K.,
	58698	TESTANI, CARLA G.,
	36671	TESTASECCA, MARTIN E.,
	99977	TESTER, FIRST/MIDDLE, JR

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

12/013

Connected to remote server/host OSMSOUTH using port 23

\\SQLAO\1N54QLS on Ne05:

Enter a "5" to the left of the professional that you want to change and press <Enter>. The system will display the following screen.


```

FILE MAINTENANCE                                RELEASE : 01/94

PLACES      COURT TYPE      COURT NUMBER      SUFFIX

VIEW      Professional Details

Bar No.:    1234                Type: J
Last Name:  TEST
First & MI: JUDGE              Name Sfx:
Address:
Firm:
Telephone:  _ _ _ _ Ext.  _ _
FAX:
E-Mail:
Mail Code:
Last Chgd:  10/29/2002   Chg by: D9992KJS

HELP      F3=Exit
  
```

No modifications are allowed on a display only screen. Press <F3> to exit.

Deleting a Professional/Attorney/Judge

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

AGENCY AGENCY CODE

MEDI

☒ BAR

COUR

CHAR

CODE

FACI

RATE

PAM

Y TYPE

Professionals Selection by Name

Position to: _____

1=Select 2=Change 4=Delete 5=Display

Opt Bar# Name

4 1235 TEST,TEST,

98500 TEST,TEST,

58340 TESTA,SAMANTHA K.,

58698 TESTANI,CARLA G.,

36671 TESTASECCA,MARTIN E.,

99977 TESTER,FIRST/MIDDLE,JR

23898 TETER,KENNETH L.,JR

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

12/013

Connected to remote server/host OSMSOUTH using port 23

Enter a "4" to the left of the professional that you want to delete and press <Enter>. The system will display the following screen.

```

FILE MAINTENANCE
RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

DELETE Professional Details

Bar No.: 1235 Type: J
Last Name: TEST
First & MI: TEST Name Sfx:
Address:
Firm:
Telephone: Ext.
FAX:
E-Mail:
Mail Code:
Last Chgd: 07/02/2003 Chg by: J44ANGIE

HELP F3=Exit F23=Delete
  
```

Press <F23> to delete and the system will delete the professional. Press <F3> to exit.

Courtroom File

The courtroom file is used to store the name and address of all courtrooms available for use in holding hearings. This is a shared file with the circuit and district court. Following are examples of:

1. Adding a Courtroom
2. Changing a Courtroom
3. Displaying a Courtroom
4. Deleting a Courtroom

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label in the top right. The main menu lists several options, each preceded by a small square icon: PLACES, AGENCY, MEDIATION, BAR FILE, **X COURT ROOM**, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, and PAM TEXT. Some options have additional sub-menus indicated by further icons or text. At the bottom, it says 'F3=Exit F6=System Commands'. The status bar at the very bottom shows 'MA b' on the left, '13/003' in the center, and connection information on the right: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

Enter an "X" to the left of the Courtroom File.

Press <Enter> and the system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

AGENCY AGENCY CODE

MEDI

BAR

X **COUR**

CHAR

CODE

FACI

RATE

PAM

Court Room List by Room Number

1=Select 2=Change 4=Delete 5=Display

Opt	Room#	Room Name
-	A	COURTROOM A
-	ALEG	ALLEGAN COUNTY JUDGE
-	B	JUVENILE REFEREE'S OFFICE
-	BB	BRADFORD BUILDING
-	CC01	8/5/99 TEST
-	CC02	8/5/99 TEST

More...

F3=Exit F6=Add Roll/Page

F3=Exit F6=System Commands

11/013

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is the “Courtroom list by room number” screen. Following are field descriptions for this screen.

~Opt~

Enter the option that you would like to perform on this professional. The following are valid options:

- 1 = Select
- 2 = Change
- 4 = Delete
- 5 = Display

~Room Number~

Displayed is the room # associated with this professional.

~Name~

Displayed is the name of the courtroom.

Function Keys

Following are the valid function keys for this area.

<F3> - Use this key to exit.

<F6>- Use this key to add a new professional record.

Adding a Courtroom

FILE MAINTENANCE RELEASE : 01/94

PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

AGENCY ☐ AGENCY CODE ☐

MEDI ☐

BAR ☐

☒ **COUR**

CHAR ☐

CODE ☐

FACI ☐

RATE ☐

PAM ☐

F3=Exit F6=System Commands

Court Room List by Room Number

1=Select 2=Change 4=Delete 5=Display

Opt	Room#	Room Name
-	A	COURTROOM A
-	ALEG	ALLEGAN COUNTY JUDGE
-	B	JUVENILE REFEREE'S OFFICE
-	BB	BRADFORD BUILDING
-	CC01	8/5/99 TEST
-	CC02	8/5/99 TEST

More...

F3=Exit F6=Add Roll/Page

MA b 12/013

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

From the Professionals Selection screen, press <F6> and the system will display the following screen.

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". On the left is a menu with options: PLACES, AGENCY, MEDI, BAR, **COUR** (selected), CHAR, CODE, FACI, RATE, and PAM. Below the menu are function keys: F3=Exit and F6=System. The main area displays "Court Room List by Room Number" with a table of options: 1=Select, Opt Room#, A, ALEG, B, BB, CC01, and CC02. A sub-form titled "ADD Court Room Details" is open, containing fields for Room No., Room Name, Address, and Telephone. At the bottom of the sub-form are the instructions "F3=Exit" and "Enter=Update". The status bar at the bottom shows "MA b", "11/035", and connection information.

Following are field descriptions of the fields above.

~Room Number~

Enter the room number for this room.

~Room Name~

Enter the name of this courtroom.

~Address~

Enter the address that this courtroom is at. This address will print on notices.

~Telephone~

Enter the telephone number for this courtroom.

Once all information is entered, press <Enter> to save the information or press <F3> to exit.

Changing a Courtroom

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. On the left is a menu with options: PLACES, AGENCY, MEDI, BAR, X-COUR, CHAR, CODE, FACI, RATE, and PAM. The 'X-COUR' option is selected, and a dialog box titled 'Court Room List by Room Number' is displayed. Inside the dialog, a legend shows '1=Select 2=Change 4=Delete 5=Display'. Below this is a table with columns 'Opt Room# Room Name'. The table lists: '2 A COURTROOM A', 'ALEG ALLEGAN COUNTY JUDGE', 'B JUVENILE REFEREE'S OFFICE', 'BB BRADFORD BUILDING', 'CC01 8/5/99 TEST', and 'CC02 8/5/99 TEST'. At the bottom of the dialog are the instructions 'F3=Exit', 'F6=Add', and 'Roll/Page'. Below the dialog, the text 'F3=Exit F6=System Commands' is visible. The bottom status bar shows '12/013' and connection information.

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

AGENCY AGENCY CODE

MEDI

BAR

X-COUR

CHAR

CODE

FACI

RATE

PAM

F3=Exit F6=System Commands

Court Room List by Room Number

1=Select 2=Change 4=Delete 5=Display

Opt	Room#	Room Name
2	A	COURTROOM A
-	ALEG	ALLEGAN COUNTY JUDGE
-	B	JUVENILE REFEREE'S OFFICE
-	BB	BRADFORD BUILDING
-	CC01	8/5/99 TEST
-	CC02	8/5/99 TEST

More...

F3=Exit F6=Add Roll/Page

12/013

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Enter a "2" to the left of the courtroom you would like to change and press <Enter>. The system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

☐ AGENCY ☐ AGENCY CODE ☐

☐ MEDI ☐ **Court Room List by Room Number**

☐ BAR 1=Select
 Opt Room#

☒ **COUR** 2 A

☐ CHAR - ALEG

☐ CODE - B

☐ FACI - BB

☐ RATE - CC01

☐ PAM - CC02

MODIFY Court Room Details

Room No.: A

Room Name: COURTROOM A

Address: COURTHOUSE

123 MAIN

LANSING MI 48999

Telephone: 517 333 3333

F3=Exit F6=Systeme

F3=Exit F6=Systeme

MA b 12/035

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The field descriptions are the same as were described for adding a courtroom.

Make any necessary changes and press <Enter> to save the changes or press <F3> to exit.

Displaying a Courtroom

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label. On the left is a menu with options: PLACES, AGENCY, MEDI, BAR, X-COUR, CHAR, CODE, FACI, RATE, and PAM. The 'X-COUR' option is selected. A dialog box titled 'Court Room List by Room Number' is open, displaying a table of courtrooms. The table has columns 'Opt', 'Room#', and 'Room Name'. The first row is '5 A COURTROOM A'. Below it are three rows with dashes in the 'Opt' column: 'ALEG ALLEGAN COUNTY JUDGE', 'B JUVENILE REFEREE'S OFFICE', and 'BB BRADFORD BUILDING'. Then follow two rows with dashes: 'CC01 8/5/99 TEST' and 'CC02 8/5/99 TEST'. At the bottom of the dialog are the instructions 'F3=Exit', 'F6=Add', and 'Roll/Page'. Below the dialog, the text 'F3=Exit F6=System Commands' is visible. The bottom status bar shows '12/013' and connection information.

Opt	Room#	Room Name
5	A	COURTROOM A
-	ALEG	ALLEGAN COUNTY JUDGE
-	B	JUVENILE REFEREE'S OFFICE
-	BB	BRADFORD BUILDING
-	CC01	8/5/99 TEST
-	CC02	8/5/99 TEST

Enter a "5" to the left of the courtroom you would like to display and press <Enter>. The system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX
☐ AGENCY ☐ AGENCY CODE
☐ MEDI
☐ BAR
☒ **COUR** 1=Select
☐ CHAR Opt Room#
☐ CODE 5 A
☐ FACI - ALEG
☐ RATE - B
☐ PAM - BB
 - CC01
 - CC02
 F3=Ex
 F3=Exit F6=Systeme

Court Room List by Room Number

VIEW Court Room Details

Room No.: A

Room Name: COURTROOM A

Address:

COURTHOUSE

123 MAIN

LANSING MI 48999

Telephone: 517 333 3333

F3=Exit

09/024

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The field descriptions are the same as were described for adding a courtroom.

Displayed is the courtroom. No changes are allowed in display mode. Press <F3> to exit.

Deleting a Courtroom

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX

AGENCY AGENCY CODE

MEDI

BAR

☒ **COUR**

CHAR

CODE

FACI

RATE

PAM

F3=Exit F6=System Commands

Court Room List by Room Number

1=Select 2=Change 4=Delete 5=Display

Opt	Room#	Room Name
-	T06	EERRTT
-	T07	GUGSPUGSUIGFLJSAG
-	T08	TEST ADD
-	1	LAPEER COUNTY COURT BLDG 1
-	123	TEST
-	1234	TESTING EXPANDED COURTROOM

Bottom

F3=Exit F6=Add Roll/Page

16/013

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Enter a "4" to the left of the courtroom you would like to delete and press <Enter>. The system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

PLACES COURT TYPE COURT NUMBER SUFFIX
AGENCY AGENCY CODE
MEDI
BAR 1=Select
X COUR Opt Room#
CHAR T06
CODE T07
FACI T08
RATE 1
PAM 4 123
F3=Ex 1234

DELETE Court Room Details

Room No.: 123
Room Name: TEST
Address: TEST
Telephone: _ _ _

F3=Exit F23=Delete

F3=Exit F6=Syste

09/024

Connected to remote server/host OSMSOUTH using port 23

The field descriptions are the same as were described for adding a courtroom.

Press <F23> to delete and the courtroom will be deleted. Press <F3> to exit.

Charge File

The charge file is used to store PACC numbers. This is a shared file with the circuit and district court. Following are examples of:

1. Adding a PACC code
2. Changing a PACC code
3. Displaying a PACC code
4. Adding a Local Ordinance

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label in the top right. The menu contains several options, each with a small box to its left for selection. The 'CHARGE TABLE' option is selected, indicated by an 'X' in its box. A rectangular box is drawn around the 'CHARGE TABLE' option and the options below it: 'CODE', 'FACILITY', 'RATES SUMMARY', and 'PAM TEXT'. An arrow points from the left side of the page to the 'X' in the 'CHARGE TABLE' box. At the bottom of the menu, it says 'F3=Exit' and 'F6=System Commands'. The status bar at the bottom of the window shows 'MA b' on the left, '13/018' in the center, and connection information on the right: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

```

FILE MAINTENANCE                                RELEASE : 01/94

☐ PLACES      ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
☐ AGENCY      ☐ AGENCY CODE ☐
☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
☐ BAR FILE
☐ COURT ROOM
☒ CHARGE TABLE ☐
☐ CODE      ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐
☐ FACILITY ☐ COURT # ☐ STATE # 
☐ RATES SUMMARY COURT # ☐ STATE # 
☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX 

F3=Exit    F6=System Commands

MA b                                             13/018
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:
  
```

Enter an "X" to the left of the charge table.

Enter your court number **ONLY** if you are entering a public ordinance.

Press <Enter> and the system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

☐ PL

☐ AG

☐ ME

☐ BA

☐ CO

☒ CH

☐ CO

☐ FA

☐ RA

☐ PA

PACC Code Window by Description

Position to: _____

1=Select 2=Change 5=Display

Opt	PACC code	Description
—	722 6334	ABUSE MAINTAINING A REPORT THA
—	722 6332	ABUSE- FAILURE TO REPORT
—	722 6335	ABUSE-MALICIOUS FALSE REPORT
—	750 505-B	ACCESSORY AFTER THE FACT TO A
—	257 620	ACCIDENT - FAILURE TO STOP AFT
—	257 621	ACCIDENT TO FIXTURES
—	257 617	ACCIDENT-FAILURE STOP AT SCENE
—	257 617A	ACCIDENT-FAILURE TO STOP AT SC
—	339 707	ACCOUNTING - GENERAL VIOLATION
—	339 7054	ACCOUNTING - IMPROPER INDIVIDU
—	339 7055	ACCOUNTING - NONREGISTERED FIR

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

08/010

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is the “PACC code Window by Description” screen. Following are field descriptions for this screen.

~Opt~

Enter the option that you would like to perform on this professional. The following are valid options:

- 1 = Select
- 2 = Change
- 4 = Delete
- 5 = Display

~PACC Code~

Displayed is the PACC code.

~Description~

Displayed is the description of this PACC code.

Function Keys

Following are the valid function keys for this area.

- <F3> - Use this key to exit.
- <F6> - Use this key to add a new professional record.
- <F7> - Use this key to display by PACC number/code.

Adding a PACC Code

FILE MAINTENANCE RELEASE : 01/94

PL
AG
ME
BA
CO
X CH
CO
FA
RA
PA

PACC Code Window by Description

Position to: _____

1=Select 2=Change 5=Display

Opt	PACC code	Description
—	257 6253	*OLD*OPER-ALLOW INTOX PERSON 0
—	257 9043	*OLD*OPER-LIC SUSP, REVOKED, DEN
—	257 625B1	*OLD*OPERATING IMPAIRED *REPLA
—	257 625B3	*OLD*OPERATING IMPAIRED SECOND
—	257 625B4	*OLD*OPERATING IMPAIRED 3RD/SU
—	780 901(X)	A LOCAL ORDINANCE SUBSTANTIAL
—	750 493D	ABANDONED OR UNATTENDED ICEBOX
—	750 12	ABDUCTION-TAKING A WOMAN WITH
—	750 14	ABORTION
—	750 15	ABORTION - ADVERTISE/SELL DRUG
—	750 321-B	ABORTION-DEATH RESULTING

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

MA b 08/010

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

From the Professionals Selection screen, press <F6> and the system will display the following screen.

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label. Inside, there's a sub-window titled "ADD" with a "PL" tab. The form contains the following fields:

- Pacc No: _____
- Description
- Short: _____
- Long: _____

Below these are two columns of checkboxes:

Adult CHR flag: _	Abstractable: _
Juv CHR flag: _	Suspendable: _
Drunk Fund: _	SOS Code: _____
Drug Fund: _	Civil Inf/Misd/Felony: _
Crime Victims: _	License Registration: _
Crime Group: _	Sex Offender Registration: _
DNA Testing: _	HIV Testing: _
Expired date: _____	
Last updated by: _____	Last updated Date: _____

At the bottom of the form are the instructions: "HELP F3=Exit Enter=Update". The status bar at the bottom of the window shows "MA b" on the left, "07/012" in the center, and "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\1N54QLS on Ne05:" on the right.

Following are field descriptions of the fields above.

~PACC No:~

Enter the PACC number.

~Description Short~

Enter the short description of this PACC number.

~Description Long~

Enter the long description of this PACC number.

~Adult CHR Flag~

Enter an "X" if this charge is an Adult charge.

~Juvenile CHR Flag~

Enter an "X" if this charge is a Juvenile charge.

~Drunk Fund~

Enter an "X" if this charge is associated with the drunk fund.

~Drug Fund~

Enter an "X" if this charge is associated with the drug fund.

~Crime Victims~

Enter an "X" if this charge is crime victims assessable.

~Crime Group~

Enter the crime group associated with this charge as taken from the code tables listed at the end of this manual.

~DNA Testing~

Enter an "X" if this charge mandates DNA testing.

~Expired Date~

Enter the date that this PACC code expires, leave blank for none.

~Last Updated By: Date: ~

The system will display the last user and date that this PACC code was updated.

~Abstractable~

Enter an "X" if this charge must be abstracted.

~Suspendable~

Enter an "X" if this charge is suspendable.

~SOS Code~

Enter the SOS code associated with this charge.

~Civil Inf/Misd/Felony~

Enter one of the following codes: C = Civil Infraction, M = Misdemeanor, F = Felony, O = Other.

~License Registration~

Enter an "X" if this requires license registration.

~Sex Offender Registration~

Enter an "X" if this requires sex offender registration.

~HIV Testing~

Enter an "X" if this requires HIV testing.

Once all information is entered, press <Enter> to save the information or press <F3> to exit.

Changing a PACC Code

FILE MAINTENANCE RELEASE : 01/94

PACC Code Window by Description

Position to: _____

1=Select 2=Change 5=Display

Opt	PACC code	Description
2	257 710E(2)	DRIVER - NO SEATBELT
—	256 605B4	DRIVER TRAINING SCHOOL - IMPRO
—	257 3096	DRIVER'S LICENSE - CORRUPTING
—	257 312B6	DRIVER'S LICENSE - CORRUPTING
—	257 312B7	DRIVER'S LICENSE - DEVIATING F
X	257 3097	DRIVER'S LICENSE - EXAMINING O
—	257 3103B	DRIVER'S LICENSE - FORGERY/USE
—	257 312B8	DRIVER'S LICENSE - FORGING/COU
—	257 3098	DRIVER'S LICENSE - FORGING/COU
—	257 3103A	DRIVERS LICENSE -FORGE/USE 1 Y
—	257 626C	DRIVING - FELONIOUS

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

09/010

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter a "2" to the left of the charge you would like to change and press <Enter>. The system will display the following screen.

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. A menu bar at the top left contains "PL" and a redacted area. The main content area is titled "MODIFY" and contains the following fields:

Pacc No: 257 710E(2)
Description
Short: DRIVER - NO SEATBELT
Long: DRIVER - NO SEATBELT

Adult CHR flag: - Abstractable: -
Juv CHR flag: - Suspendable: -
Drunk Fund: - SOS Code: -
Drug Fund: - Civil Inf/Misd/Felony: -
Crime Victims: - License Registration: -
Crime Group: - Sex Offender Registration: -
DNA Testing: - HIV Testing: -
Expired date: -
Last updated by: - Last updated Date: -

At the bottom of the form area, it says: "HELP F3=Exit Enter=Update"

The status bar at the bottom of the window shows "MB b" on the left, "09/012" on the right, and a connection status "Connected to remote server/host OSMSOUTH using port 23" on the far left and "S\SCAO\IN54QLS on Ne05:" on the far right.

The field descriptions are the same as were described for adding a charge.

Make any necessary changes and press <Enter> to save the changes or press <F3> to exit.

Displaying a Charge

FILE MAINTENANCE RELEASE : 01/94

PL
AG
ME
BA
CO
CH
CO
FA
RA
PA

PACC Code Window by Description

Position to: _____

1=Select 2=Change 5=Display

Opt	PACC code	Description
5	257 710E(2)	DRIVER - NO SEATBELT
—	256 605B4	DRIVER TRAINING SCHOOL - IMPRO
—	257 3096	DRIVER'S LICENSE - CORRUPTING
—	257 312B6	DRIVER'S LICENSE - CORRUPTING
—	257 312B7	DRIVER'S LICENSE - DEVIATING F
—	257 3097	DRIVER'S LICENSE - EXAMINING O
—	257 3103B	DRIVER'S LICENSE - FORGERY/USE
—	257 312B8	DRIVER'S LICENSE - FORGING/COU
—	257 3098	DRIVER'S LICENSE - FORGING/COU
—	257 3103A	DRIVERS LICENSE -FORGE/USE 1 Y
—	257 626C	DRIVING - FELONIOUS

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

09/010

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Enter a "5" to the left of the charge you would like to display and press <Enter>. The system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

PL

VIEW

Pacc No: 257 710E(2)

Description

Short: DRIVER - NO SEATBELT

Long: DRIVER - NO SEATBELT

Adult CHR flag:	—	Abstractable:	—
Juv CHR flag:	—	Suspendable:	—
Drunk Fund:	—	SOS Code:	—
Drug Fund:	—	Civil Inf/Misd/Felony:	—
Crime Victims:	—	License Registration:	—
Crime Group:	—	Sex Offender Registration:	—
DNA Testing:	—	HIV Testing:	—
Expired date:	—		
Last updated by:	—	Last updated Date:	—

HELP F3=Exit

05/003

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

The field descriptions are the same as were described for adding a courtroom.

Displayed is the courtroom. No changes are allowed in display mode. Press <F3> to exit.

Adding a Public Ordinance

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. The main area contains a list of menu items, each preceded by a small square icon. The "CHARGE TABLE" option is selected, indicated by an "X" in the icon and the number "44" to its right. Below the menu items, the text "F3=Exit F6=System Commands" is displayed. At the bottom of the window, a status bar shows "MA b" on the left, "15/003" on the right, and a connection status "Connected to remote server/host OSMSOUTH using port 23" on the far left. A path "\\SCAO\1N54QLS on Ne05:" is visible on the far right of the status bar.

```

FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
[ ] AGENCY      [ ] AGENCY CODE [ ]
[ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[X] CHARGE TABLE 44
[ ] CODE        [ ] CODE TABLE [ ] CODE [ ] PARTY TYPE [ ]
[ ] FACILITY    [ ] COURT # [ ] STATE # [ ]
[ ] RATES SUMMARY COURT # [ ] STATE # [ ]
[ ] PAM TEXT    [ ] PAM TABLE [ ] PREFIX [ ] SUFFIX [ ]

F3=Exit    F6=System Commands

MA b                                             15/003
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Enter an "X" to the left of charge table and enter your court number to the right of charge table.

Press <Enter> and the system will display the following screen.

FILE MAINTENANCE RELEASE : 01/94

CHRGFILE Window by Description

Position to: _____

2=Change 4=Delete 5=Display

Opt	CHRG code	Description
—	ORD 111	
—	ORD 20.101	
—	ORD 436.137	
—	ORD 3192 31-12(B)	DISORDERLY CONDUCT-FIGHTING IN
—	ORD 3192 31-1	DOMESTIC VIOLENCE ASSAULT AND
X CH	ORD 20.242	HELP
—	R28 1618	OP BIKE ON SIDEWALK
—	ORD 9044	OP LIC SUS/REV/DEN TEST TEST L
—	ORD 9041C	OPER-LIC SUSP OPER 2ND LAPEER
—	ORD 324.81132	ORV-NO CRASH HELMET
—	R28 1610	RECKLESS OP OF BICYCLE

More..

F3=Exit F6=Add F7=Alt Seq Roll/Page

F3=Exit F6=System Commands

05/023

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Press <F6> to add a public ordinance and press <Enter>. The system will display the add charge screen.

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. A tab labeled "PL" is selected. The main area contains an "ADD" form with the following fields:

- Pacc No: _____
- Description
- Short: _____
- Long: _____

Adult CHR flag: _	Abstractable: _
Juv CHR flag: _	Suspendable: _
Drunk Fund: _	SOS Code: _____
Drug Fund: _	Civil Inf/Misd/Felony: _
Crime Victims: _	License Registration: _
Crime Group: _	Sex Offender Registration: _
DNA Testing: _	HIV Testing: _
Expired date: _____	
Last updated by: _____	Last updated Date: _____

At the bottom of the form are the instructions: "HELP F3=Exit Enter=Update".

The status bar at the bottom of the window shows "MA b" on the left, "07/012" on the right, and a connection status "Connected to remote server/host OSMSOUTH using port 23" on the far left and "S\SCAO\1N54QLS on Ne05:" on the far right.

All fields were previously explained in the add charge section.

NOTE: The PACC number must begin with "ORD" to be accepted into this file.

After all information has been entered, press <Enter> to add or <F3> to exit from this screen.

Code File

The code file is used to store codes and code descriptions. Following are examples of:

1. Adding a basic code
2. Adding a program/result a code
3. Displaying a basic code
4. Deleting a basic code

Adding a Basic Code

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a release date of "01/94". The screen displays a list of menu items, each preceded by a checkbox. The "CODE" item is selected with an "X" in the checkbox. An arrow points from the text "Enter an 'X' to the left of code table." to this "X". The "CODE" item is followed by the transaction type "ADD", the code table number "4410", the code "XXX", and the party type. Other menu items include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, FACILITY, RATES SUMMARY, and PAM TEXT. At the bottom, it says "F3=Exit F6=System Commands". The status bar at the bottom shows "MA b" and "15/064".

```

FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
[ ] AGENCY      [ ] AGENCY CODE [ ]
[ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[ ] CHARGE TABLE [ ]
[X] CODE        ADD CODE TABLE 4410 CODE XXX PARTY TYPE [ ]
[ ] FACILITY    [ ] COURT # [ ] STATE # [ ]
[ ] RATES SUMMARY COURT # [ ] STATE # [ ]
[ ] PAM TEXT    [ ] PAM TABLE [ ] PREFIX [ ] SUFFIX [ ]

F3=Exit  F6=System Commands

MA b                                           15/064
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:
  
```

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you would like to work with.

Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window titled 'CODE FILE'. The fields are as follows:

CODE TABLE	CODE	INTL VALUE	ATTRIBUTES	FORM NUMBER
4410	XXX	0000		

Below these fields are two text entry areas: 'LONG DESCRIPTION' and 'SHORT DESCRIPTION', each with a dashed line indicating the input area. The 'SHORT DESCRIPTION' area is smaller than the 'LONG DESCRIPTION' area.

At the bottom left, it says 'F3=Exit'. At the bottom right, there is a status bar showing '04/005' and a connection message: 'Connected to remote server/host OSMSOUTH using port 23'.

Following are field descriptions for the above screen.

~Code Table and Code~

These fields are displayed from the information entered on the previous screen.

~Intl Value~

This field is used by JIS.

~Attributes~

Enter "HRG" if this code is a hearing type.

~Form Number~

Enter the form number that is associated with this code.

~Long Description~

Enter a long description for this code.

~Short Description~

Enter the short description for this code.

After all information has been entered, press <Enter> to add or <F3> to exit from this screen.

Adding a Result Code

The screenshot shows a terminal window titled "B" with a menu of options under the heading "FILE MAINTENANCE". The options are: PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, and PAM TEXT. The "CODE" option is selected with an "X" in the first column. To the right of "CODE", the transaction type "ADD" is entered, followed by the code table number "4428", the code "ABC", and the party type. At the bottom, it says "F3=Exit F6=System Commands". The status bar at the bottom shows "15/064" and "Connected to remote server/host OSMSOUTH using port 23".

```

      F I L E   M A I N T E N A N C E                RELEASE : 01/94

  ☐ PLACES      ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
  ☐ AGENCY      ☐ AGENCY CODE ☐
  ☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
  ☐ BAR FILE
  ☐ COURT ROOM
  ☐ CHARGE TABLE ☐
  ☒ CODE      ADD CODE TABLE 4428 CODE ABC PARTY TYPE
  ☐ FACILITY ☐ COURT # ☐ STATE #
  ☐ RATES SUMMARY COURT # ☐ STATE #
  ☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX

  F3=Exit  F6=System Commands

  MB b 15/064
  Connected to remote server/host OSMSOUTH using port 23
  \\SCAO\IN54QLS on Ne05:
  
```

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.

C O D E F I L E

CODE TABLE	CODE	INTL VALUE	ATTRIBUTES	FORM NUMBER
4428	ABC	0000		

LONG DESCRIPTION

SHORT DESCRIPTION

ORDER TEXT

F3=Exit

MA b 04/031

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above screen. All fields are the same as previously explained except:

~Order Text~

Enter the text exactly as you want it to print on your orders. To have this text properly line up with orders, you must enter atleast 5 spaces at the beginning of each line.

After all information has been entered, press <Enter> to add or <F3> to exit from this screen.

Modifying a Basic Code

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label. The screen displays a menu of options with checkboxes. The "CODE" option is selected with an "X" and has "MOD" entered next to it. The "CODE TABLE" field contains "4410" and the "CODE" field contains "ALE". Other options include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, FACILITY, RATES SUMMARY, and PAM TEXT. At the bottom, it says "F3=Exit F6=System Commands". The status bar at the bottom shows "15/064" and connection information.

```

FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
[ ] AGENCY      [ ] AGENCY CODE [ ]
[ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[ ] CHARGE TABLE [ ]
[X] CODE        MOD CODE TABLE 4410 CODE ALE PARTY TYPE [ ]
[ ] FACILITY    [ ] COURT # [ ] STATE # [ ]
[ ] RATES SUMMARY COURT # [ ] STATE # [ ]
[ ] PAM TEXT    [ ] PAM TABLE [ ] PREFIX [ ] SUFFIX [ ]

F3=Exit  F6=System Commands

MA b 15/064
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.

C O D E F I L E

CODE TABLE	CODE	INTL VALUE	ATTRIBUTES	FORM NUMBER
<u>4410</u>	<u>ALE</u>	<u>0000</u>	<u> </u>	<u> </u>
LONG DESCRIPTION				
<u>ALMONT ELEMENTARY SCHOOL</u>				
SHORT DESCRIPTION				
<u>ALMONT ELEM</u>				

F3=Exit

MB b 04/005

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Make any necessary modifications and press <Enter> to save the information or press <F3> to exit.

Inquiring on a Basic Code

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
☐ AGENCY ☐ AGENCY CODE ☐
☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
☐ BAR FILE
☐ COURT ROOM
☐ CHARGE TABLE ☐
☒ CODE INQ CODE TABLE 4410 CODE ALE PARTY TYPE ☐
☐ FACILITY ☐ COURT # ☐ STATE #
☐ RATES SUMMARY COURT # ☐ STATE #
☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX
F3=Exit F6=System Commands

MA b 15/064
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.

C O D E F I L E

CODE TABLE	CODE	INTL VALUE	ATTRIBUTES	FORM NUMBER
<u>4410</u>	<u>ALE</u>	<u>0000</u>		
LONG DESCRIPTION				
<u>ALMONT ELEMENTARY SCHOOL</u>				
SHORT DESCRIPTION				
<u>ALMONT ELEM</u>				

F3=Exit

MB b 04/005

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Displayed is the code. No modifications are allowed on a inquire, press <F3> to exit.

Deleting a Basic Code

FILE MAINTENANCE RELEASE : 01/94

☒ PLACES COURT TYPE COURT NUMBER SUFFIX

☐ AGENCY AGENCY CODE

☐ MEDIATION COURT NUMBER LOCATION NUMBER

☐ BAR FILE

☐ COURT ROOM

☐ CHARGE TABLE

☒ CODE DEL CODE TABLE 4410 CODE ALE PARTY TYPE

☐ FACILITY COURT # STATE #

☐ RATES SUMMARY COURT # STATE #

☐ PAM TEXT PAM TABLE PREFIX SUFFIX

F3=Exit F6=System Commands

MA b 15/064

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter an "X" to the left of code table.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the code table. Following is a list of code tables.

Enter the code that you are trying to add.

Press <Enter> and the system will display the following screen.

C O D E F I L E

CODE TABLE	CODE	INTL VALUE	ATTRIBUTES	FORM NUMBER
<u>4410</u>	<u>ALE</u>	<u>0000</u>		
LONG DESCRIPTION				
<u>ALMONT ELEMENTARY SCHOOL</u>				
SHORT DESCRIPTION				
<u>ALMONT ELEM</u>				

HIT CMD KEY 4 TO DELETE THIS CODE - ENTER TO RETURN TO REQ SCREEN

F3=Exit

MB b 04/005

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Press <F4> to delete this code. If you do not wish to delete, press <F3> to exit.

Facility File

The code file is used to store codes and code descriptions. Following are examples of:

1. Adding a facility
2. Modifying a facility
3. Displaying a facility
4. Deleting a facility

Adding a Facility

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. The screen displays a list of menu items, each preceded by a small square icon. The "FACILITY" item is selected, indicated by an "X" in the square and a cursor pointing to it. The "FACILITY" item has sub-options: "ADD", "MOD", "INQ", and "DEL". The "ADD" option is highlighted. Below the menu items, the text "F3=Exit F6=System Commands" is displayed. At the bottom of the screen, a status bar shows "MA b" on the left, "19/003" in the center, and "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\1N54QLS on Ne05:" on the right.

```

FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES      [ ] COURT TYPE  [ ] COURT NUMBER  [ ] SUFFIX  [ ]
[ ] AGENCY      [ ] AGENCY CODE [ ]
[ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[ ] CHARGE TABLE [ ]
[ ] CODE        [ ] CODE TABLE [ ] CODE         [ ] PARTY TYPE [ ]
X [ ] FACILITY  ADD  COURT # 44 STATE # ABCDEFGHIJ
[ ] RATES SUMMARY COURT #  STATE # 
[ ] PAM TEXT    [ ] PAM TABLE  [ ] PREFIX      [ ] SUFFIX      [ ]

F3=Exit  F6=System Commands

MA b                                           19/003
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:

```

Enter an "X" to the left of facility.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

The screenshot shows a terminal window titled "FACILITY FILE". The screen contains several fields for data entry, some of which are pre-filled with example data. The fields are organized into rows and columns. At the bottom, there is a prompt "PRESS F3 TO EXIT TO REQUEST SCREEN". The status bar at the bottom of the window shows "MA b" on the left, "09/043" in the center, and "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\1N54QLS on Ne05:" on the right.

FACILITY FILE											
COURT NO		FACILITY NO		FACILITY NAME AND ADDRESS					TELEPHONE		
44		ABCDEFGHIJ									
EFFECTIVE DATE		EXPIRATION DATE		LIC	SCHOOL DISTRICT			PROVIDER			
SOC SEC NO		CLOSE CODE	CLOSE DATE		SEX	RACE	BEG AGE		END AGE		
NUM OF CHILDREN			SPEC LIC	PROGRAM NAME			PER DIEM RATE		CHANGE DATE		
PRESS F3 TO EXIT TO REQUEST SCREEN											

MA b 09/043
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above screen.

~Court No.~

Enter your court number.

~Facility No~

Enter the facility number or license number for this facility.

~Facility Name and Address~

Enter the facility name and address.

~Telephone~

Enter the facility telephone number.

~Effective Date~

Enter the effective date of the facilities license.

~Expiration Date~

Enter the expiration date of the facilities license.

~Lic~

Enter the facilities license.

~School District~

Enter the school district that the children will attend that are placed in this facility.

~Provider~

Enter the provider code.

~Soc Sec No~

Enter the social security number of the license holder.

~Close Code~

Enter the close code.

~Close Date~

Enter the close date.

~Sex~

Enter the sex of children that this facility will accept.

~Race~

Enter the race of children that this facility will accept.

~Beg Age~

Enter the beginning age of children that this facility will accept.

~End Age~

Enter the ending age of children that this facility will accept.

~Num of Children~

Enter the number of children that the facility can have.

~Spec License~

Enter the code of the special license that this facility holds.

~Program Name~

Enter the program name.

~Per Diem Rate Change Date~

Enter the per diem rate and the date that it changed.

After all information is entered, press <Enter> to save or press <F3> to exit from this screen.

Modifying a Facility File

The screenshot shows a terminal window titled "B" with a menu of options under the heading "FILE MAINTENANCE" and "RELEASE : 01/94". The options are: PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, and PAM TEXT. The "FACILITY" option is selected with an "X" and the transaction type "MOD" is entered. The "COURT #" field contains "44" and the "STATE #" field contains "ABCDEFGHIJ". At the bottom, it says "F3=Exit F6=System Commands". A status bar at the very bottom shows "MA b", "19/003", and connection information.

```
FILE MAINTENANCE                                RELEASE : 01/94

  PLACES      COURT TYPE      COURT NUMBER      SUFFIX
  AGENCY      AGENCY CODE
  MEDIATION   COURT NUMBER    LOCATION NUMBER
  BAR FILE
  COURT ROOM
  CHARGE TABLE
  CODE        CODE TABLE     CODE              PARTY TYPE
X FACILITY    MOD      COURT # 44 STATE # ABCDEFGHIJ
  RATES SUMMARY COURT #      STATE #
  PAM TEXT    PAM TABLE     PREFIX              SUFFIX

F3=Exit      F6=System Commands

MA b                                              19/003
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:
```

Enter an "X" to the left of facility.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

F A C I L I T Y F I L E											
COURT NO		FACILITY NO		FACILITY NAME AND ADDRESS					TELEPHONE		
44		ABCDEFGHIJ		NEW FACILITY NAME,, 111 MAIN SOUTHFIELD MI 48910					5175552555		
EFFECTIVE DATE			EXPIRATION DATE			LIC	SCHOOL DISTRICT		PROVIDER		
						M					
SOC SEC NO		CLOSE	CODE	CLOSE DATE		SEX	RACE	BEG AGE	END AGE		
NUM OF CHILDREN			SPEC LIC	PROGRAM NAME				PER DIEM RATE	CHANGE DATE		
								50.00			
PRESS F3 TO EXIT TO REQUEST SCREEN											

04/005

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Make any modifications that you need and then press <Enter> to save the information or press <F3> to exit from this screen.

Inquiring a Facility File

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐

☐ AGENCY ☐ AGENCY CODE ☐

☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐

☐ BAR FILE

☐ COURT ROOM

☐ CHARGE TABLE ☐

☐ CODE ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐

☒ **FACILITY** INQ COURT # 44 STATE # ABCDEFGHIJ

☐ RATES SUMMARY COURT # ☐ STATE # ☐

☐ PAM TEXT ☐ PAM TABLE ☐ PREFIX ☐ SUFFIX ☐

F3=Exit F6=System Commands

MA b 19/003

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter an "X" to the left of facility.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

F A C I L I T Y F I L E											
COURT NO		FACILITY NO		FACILITY NAME AND ADDRESS						TELEPHONE	
44		ABCDEFGHIJ		NEW FACILITY NAME,, 111 MAIN SOUTHFIELD MI 48910						5175552555	
EFFECTIVE DATE			EXPIRATION DATE			LIC	SCHOOL DISTRICT			PROVIDER	
						M					
SOC SEC NO		CLOSE	CODE	CLOSE DATE		SEX	RACE	BEG AGE	END AGE		
NUM OF CHILDREN			SPEC LIC	PROGRAM NAME				PER DIEM RATE	CHANGE DATE		
								50.00			
PRESS F3 TO EXIT TO REQUEST SCREEN											

04/005

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Displayed is information about this facility. No modifications are allowed in inquire mode. Press <F3> to exit from this screen.

Deleting a Facility File

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. The screen contains a list of menu items, each with a small square box to its left for selection. The "FACILITY" option is selected, indicated by an "X" in its box. To the right of "FACILITY", the transaction type "DEL" is entered. Further right, the "COURT # 44" and "STATE # ABCDEFGHIJ" are displayed. Other menu items include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, CODE TABLE, CODE, PARTY TYPE, RATES SUMMARY, PAM TEXT, PAM TABLE, PREFIX, and SUFFIX. At the bottom left, it says "F3=Exit F6=System Commands". The bottom status bar shows "MA b" on the left, "17/028" in the center, and "Connected to remote server/host OSMSOUTH using port 23" and "\\SCAO\IN54QLS on Ne05:" on the right.

Menu Item	Transaction Type	Court #	State #
<input checked="" type="checkbox"/> FACILITY	DEL	44	ABCDEFGHIJ
<input type="checkbox"/> RATES SUMMARY			
<input type="checkbox"/> PAM TEXT			

Enter an "X" to the left of facility.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.

F A C I L I T Y F I L E

COURT NO	FACILITY NO	FACILITY NAME AND ADDRESS				TELEPHONE
44	ABCDEFGHIJ	NEW FACILITY NAME,, 111 MAIN SOUTHFIELD MI 48910				5175552555
EFFECTIVE DATE		EXPIRATION DATE		LIC	SCHOOL DISTRICT	PROVIDER
				M		
SOC SEC NO	CLOSE	CODE	CLOSE DATE	SEX	RACE	BEG AGE
NUM OF CHILDREN		SPEC LIC	PROGRAM NAME		PER DIEM RATE	CHANGE DATE
					50.00	

HIT CMD KEY 4 TO DELETE THIS FACILITY-ENTER TO RETURN TO REQ SCREEN

PRESS F3 TO EXIT TO REQUEST SCREEN

04/005

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\IN54QLS on Ne05:

Press <F4> to delete this facility or press <F3> to exit from this screen.

Rates Summary

The rates summary file holds information about the rates that facilities have charged in the past.

Inquiring on Rates

The screenshot shows a terminal window titled 'FILE MAINTENANCE' with a 'RELEASE : 01/94' label in the top right. The menu lists several options, each preceded by a small square icon: PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, and PAM TEXT. The 'RATES SUMMARY' option is selected, indicated by an 'X' in the icon and a line pointing to it from the left. To the right of the selected option, the fields 'COURT # 44' and 'STATE # CA09046' are visible. Below the menu, the text 'F3=Exit F6=System Commands' is displayed. At the bottom of the window, a status bar shows 'MA b' on the left, '19/046' on the right, and connection information at the very bottom: 'Connected to remote server/host OSMSOUTH using port 23' and '\\SCAO\1N54QLS on Ne05:'.

FILE MAINTENANCE		RELEASE : 01/94	
<input type="checkbox"/> PLACES	<input type="checkbox"/> COURT TYPE	<input type="checkbox"/> COURT NUMBER	<input type="checkbox"/> SUFFIX
<input type="checkbox"/> AGENCY	<input type="checkbox"/> AGENCY CODE		
<input type="checkbox"/> MEDIATION	<input type="checkbox"/> COURT NUMBER	<input type="checkbox"/> LOCATION NUMBER	<input type="checkbox"/>
<input type="checkbox"/> BAR FILE			
<input type="checkbox"/> COURT ROOM			
<input type="checkbox"/> CHARGE TABLE			
<input type="checkbox"/> CODE	<input type="checkbox"/> CODE TABLE	<input type="checkbox"/> CODE	<input type="checkbox"/> PARTY TYPE
<input type="checkbox"/> FACILITY	<input type="checkbox"/> COURT #	<input type="checkbox"/> STATE #	
<input checked="" type="checkbox"/> RATES SUMMARY	COURT # 44	STATE # CA09046	
<input type="checkbox"/> PAM TEXT	<input type="checkbox"/> PAM TABLE	<input type="checkbox"/> PREFIX	<input type="checkbox"/> SUFFIX

F3=Exit F6=System Commands

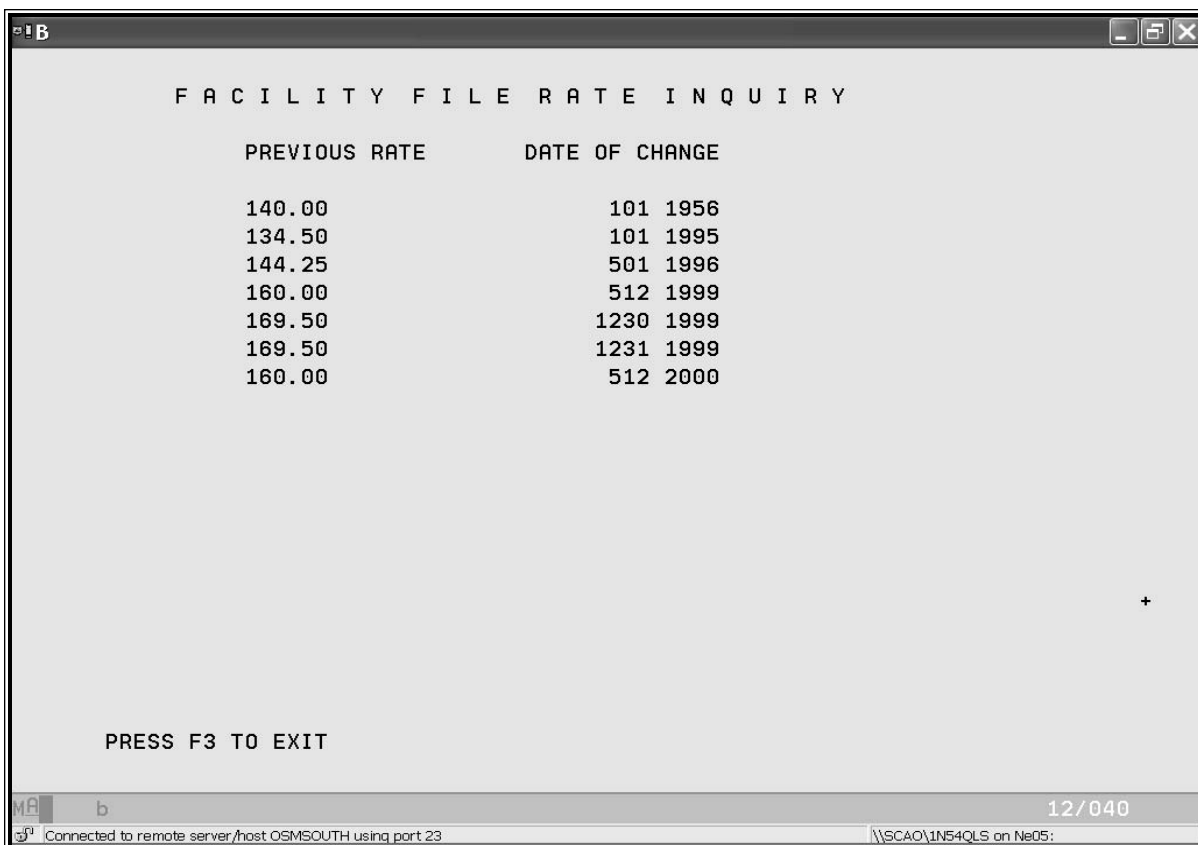
MA b 19/046

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter an "X" to the left of rates summary.

Enter the court number.

Enter the state license # that you would like to work with.
Press <Enter> and the system will display the following screen.



PREVIOUS RATE	DATE OF CHANGE
140.00	101 1956
134.50	101 1995
144.25	501 1996
160.00	512 1999
169.50	1230 1999
169.50	1231 1999
160.00	512 2000

PRESS F3 TO EXIT

12/040

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\IN54QLS on Ne05:

PAM Text

The PAM text holds the text that will print on your petitions if you produce petitions. Following is an example of:

1. Adding PAM Text
2. Modifying PAM Text
3. Displaying PAM Text
4. Deleting PAM Text

Adding PAM Text

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" header. The screen contains a list of menu items, each with a small square selection box to its left. The items are: PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, PAM TEXT, PAM TABLE, and PREFIX. The "PAM TEXT" option is selected, indicated by an "X" in its selection box. Below the list, the text "F3=Exit F6=System Commands" is displayed. At the bottom of the screen, a status bar shows "MA b MW 21/057" and a connection message: "Connected to remote server/host OSMSOUTH using port 23".

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.

P A M T E X T

CHARGE TABLE PREFIX SUFFIX

00 750 110

PRESS F3 TO EXIT

MA b MW 04/007

Connected to remote server/host OSMSOUTH using port 23

Enter text as you would like it to print on the petition, leaving spaces where additional text will need to be entered depending on the case involved.

After you have entered all information, press <Enter> to save the information or press <F3> to exit.

Modifying PAM Text

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. The screen contains a list of menu items, each preceded by a small square icon. The items are: PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, PAM TEXT, PAM TABLE, and a line for PREFIX and SUFFIX. The "PAM TEXT" option is highlighted with an "X" to its left. Below the menu items, the text "F3=Exit F6=System Commands" is displayed. At the bottom of the window, a status bar shows "MA b MW" on the left, "21/057" on the right, and a connection message "Connected to remote server/host OSMSOUTH using port 23" on the far left. A network path "\\SCAO\1N54QLS on Ne05:" is visible on the far right of the status bar.

```
FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
[ ] AGENCY      [ ] AGENCY CODE [ ]
[ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[ ] CHARGE TABLE [ ]
[ ] CODE        [ ] CODE TABLE [ ] CODE [ ] PARTY TYPE [ ]
[ ] FACILITY    [ ] COURT # [ ] STATE # [ ]
[ ] RATES SUMMARY COURT # [ ] STATE # [ ]
X PAM TEXT     MOD PAM TABLE [ ] PREFIX 750 SUFFIX 110
F3=Exit      F6=System Commands

MA b MW                                           21/057
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:
```

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.

P A M T E X T

CHARGE TABLE PREFIX SUFFIX

00 750 110

THIS IS A TEST

THIS IS A TEST

THIS IS A TEST THIS IS A TEST

PRESS F3 TO EXIT

MA b MW 04/007

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Enter any modifications to the text as you would like it to print on the petition, leaving spaces where additional text will need to be entered depending on the case involved.

After you have entered all information, press <Enter> to save the information or press <F3> to exit.

Inquiring on PAM Text

FILE MAINTENANCE RELEASE : 01/94

☐ PLACES ☐ COURT TYPE ☐ COURT NUMBER ☐ SUFFIX ☐
☐ AGENCY ☐ AGENCY CODE ☐
☐ MEDIATION ☐ COURT NUMBER ☐ LOCATION NUMBER ☐
☐ BAR FILE
☐ COURT ROOM
☐ CHARGE TABLE ☐
☐ CODE ☐ CODE TABLE ☐ CODE ☐ PARTY TYPE ☐
☐ FACILITY ☐ COURT # ☐ STATE # ☐
☐ RATES SUMMARY ☐ COURT # ☐ STATE # ☐
☒ PAM TEXT INQ PAM TABLE ☐ PREFIX 750 SUFFIX 110
 F3=Exit F6=System Commands

MA b MW 21/057
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.

P A M T E X T

CHARGE TABLE PREFIX SUFFIX
00 750 110

THIS IS A TEST
THIS IS A TEST
THIS IS A TEST THIS IS A TEST

PRESS F3 TO EXIT
PRESS F4 TO DELETE

MA b MW 04/007
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is the PAM text associated with this PACC code, press <F3> to exit.

Deleting PAM Text

The screenshot shows a terminal window titled "FILE MAINTENANCE" with a "RELEASE : 01/94" label in the top right. The screen contains a list of menu items, each preceded by a small square icon. The "PAM TEXT" option is selected, indicated by an "X" in the square icon. A line points from the text "Enter an 'X' to the left of PAM Text." to this "X". The "PAM TEXT" option is followed by the transaction type "DEL" and the prefix "750" and suffix "110". Other menu items include PLACES, AGENCY, MEDIATION, BAR FILE, COURT ROOM, CHARGE TABLE, CODE, FACILITY, RATES SUMMARY, PAM TABLE, and PARTY TYPE. At the bottom of the screen, it says "F3=Exit F6=System Commands". The status bar at the very bottom shows "b", "MW", "21/057", and connection information.

```
FILE MAINTENANCE                                RELEASE : 01/94

[ ] PLACES      [ ] COURT TYPE [ ] COURT NUMBER [ ] SUFFIX [ ]
[ ] AGENCY      [ ] AGENCY CODE [ ]
[ ] MEDIATION   [ ] COURT NUMBER [ ] LOCATION NUMBER [ ]
[ ] BAR FILE
[ ] COURT ROOM
[ ] CHARGE TABLE [ ]
[ ] CODE        [ ] CODE TABLE [ ] CODE [ ] PARTY TYPE [ ]
[ ] FACILITY    [ ] COURT # [ ] STATE # [ ]
[ ] RATES SUMMARY COURT # [ ] STATE # [ ]
[X] PAM TEXT    DEL PAM TABLE [ ] PREFIX 750 SUFFIX 110
F3=Exit      F6=System Commands

b MW 21/057
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:
```

Enter an "X" to the left of PAM Text.

Enter the transaction type "ADD", "MOD", "INQ", "DEL".

Enter the PACC code prefix and suffix that you want to add text to

Press <Enter> and the system will display the following screen.

P A M T E X T

CHARGE	TABLE	PREFIX	SUFFIX
00	750	110	

THIS IS A TEST

THIS IS A TEST

THIS IS A TEST

THIS IS A TEST

PRESS F3 TO EXIT

PRESS F4 TO DELETE

MA b MW 04/007

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Press <F4> to delete this record. Press <F3> to exit.